

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1164
GRADE: S-34

TITLE: DIRECTOR, FACILITIES MANAGEMENT

DEFINITION:

Under direction of the Director of the Office of Capital Facilities and subject to County policy to provide maintenance, alteration/renovation/reconfiguration, custodial, and related services to County owned and designated leased facilities, exclusive of wastewater treatment facilities and those under the jurisdiction of the School Board; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

An employee in this class coordinates the efforts of several branches, providing strategic planning and direction for the division. The assistant directors are responsible for an individual branch of Facilities Management. The Director, Facilities Management would serve as the County's representative in major property negotiations, where the assistant directors would provide input to these negotiations.

ILLUSTRATIVE DUTIES:

Plans, coordinates and directs the overall preventive, routine and emergency maintenance on buildings and building equipment, including heating, air-conditioning, electrical, lighting and plumbing;

Directs custodial services;

Develops maintenance management system for programs, setting standards for preventive maintenance and project cost control;

Assists other County agencies in the review of new construction plans from preliminary design to contract documents;

Directs inspections of facilities and preparation of recommendations on renovations/alterations and disposal;

Estimates costs;

Plans and supervises renovations;

Prepares plans and specifications for contract projects including estimating, bid process, contract award, supervision of award and final payment and assists the Department Heads in effective utilization of office space.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of building maintenance and repair methods and requirements;

Ability to organize, direct, and coordinate the activities of several branches involved in maintenance activities;

Ability to develop long-term plans and programs and to make major decisions on complex technical and administrative matters.

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EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to a bachelor's degree in engineering or business administration and five years of experience in the public or private sector, at least three of which must have been in design, construction or maintenance of governmental facilities.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: July 20, 2000